



Figure 25: Using a regular expression on the Find and Replace dialog

- 2) Type the text “^Bri.\*” into the *Find* field. The character “^” means match at the beginning; “.” means match any character; and “\*” means match 0 or more times.
- 3) Type the text “Brigitte” into the *Replace* field.
- 4) If necessary, click the icon to expand the *Other options* area of the dialog.
- 5) Make sure that the **Regular expressions** checkbox is checked.
- 6) Press the **Replace All** button. Calc updates the spreadsheet data, replacing all occurrences of “Bridget” and “Brigid” with “Brigitte”.
- 7) Press the **Close** button to remove the Find and Replace dialog.

Suppose we want to filter the same spreadsheet (Figure 24) to show only data relating to the *Tennis* and *Golf* categories, from the *North* and *East* regions. This is easily achieved using regular expressions, using the following steps:

- 1) Click a cell within the sales data.
- 2) Select **Data > More Filters > Standard Filter** on the Menu bar. Calc opens the Standard Filter dialog (Figure 26).